



supporttolife

SUPPORT TO LIFE ASSOCIATION BYLAWS

SUPPORT TO LIFE ASSOCIATION

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CHAPTER ONE

NAME, HEADQUARTERS, DEFINITIONS, PURPOSE, TARGET GROUP, AREAS AND MODES OF WORK

ARTICLE 1: NAME AND HEADQUARTERS

Association's Name: "Support to Life Association". Its abbreviated name is "STL". The association is headquartered in Istanbul.

ARTICLE 2: DEFINITIONS

In these Bylaws, the following terms have their corresponding meaning;

Association: Support to Life Association,

Bylaws: Support to Life Association Bylaws.

ARTICLE 3: PURPOSE AND FUNDAMENTAL PRINCIPLES OF THE ASSOCIATION

To ensure communities affected by any natural and man-made disasters and crises have access to their fundamental rights and that their needs are met, that they maintain their lives in a manner befitting human dignity and honor, to carry out humanitarian activities for taking all necessary steps to protect their right to life and to prevent violation of their fundamental rights and freedoms, to support persons, institutions and organizations performing activities in respective areas pursuant to these objectives and to make collaboration in this regard whenever necessary in the regions in Turkey and across the world where aid is needed regardless of nationality, race, language, religious belief, class, gender and political opinion. Humanity, non-discrimination, impartiality, independence, equality, accountability and transparency are the fundamental principles adopted in these works.

ARTICLE 4: THE ASSOCIATION'S TARGET GROUP

The target group of Support to Life Association comprises individuals and communities affected or at high risk of being affected by an emergency, humanitarian crisis, disaster and poverty in Turkey and worldwide, and vulnerable and disadvantaged groups. These include all individuals and communities who have been or are at high risk of being directly or indirectly exposed to emergencies, disasters and catastrophic events, particularly women, children, young people, orphans, people with disabilities, older adults, street children, asylum seekers, refugees, displaced persons, migrants, persons under temporary protection, persons in need of international protection and other victims.

ARTICLE 5: AREAS OF WORK TO BE CONDUCTED BY THE ASSOCIATION

A. Emergency Aid (First stage of response)

Ensuring that individuals and communities affected by any emergencies, crises and disasters in Turkey and around the world achieve minimum living standards and maintain these living standards is the fundamental principle of Support to Life Association.

Support to Life Association carries out emergency aid activities to identify and meet the basic (shelter, food aid / food safety, nutrition, non-food items, water/hygiene/sanitation, health, etc.), psychological and social (psychosocial support, protection, education, communication, empowerment, resilience, etc.) needs of affected individuals and communities during the emergency response phase. It carries out these activities in the form of in-kind and cash assistance. Ensuring that regions in the world in need

of aid and individuals and communities affected by any disasters and crises achieve minimum living standards and maintain these living standards is the fundamental principle of Support to Life Association. In order to provide these living standards, we aim to meet the needs for food, health supplies, shelter, water supply, sanitation and education as well as other necessary basic needs. In addition, activities falling under the scope of emergency aid include establishing camps for refugees and asylum seekers in Turkey and abroad and ensuring the management of these formations.

B. Rehabilitation and Restructuring

Another purpose of Support to Life Association is to carry out rehabilitation and restructuring activities during or after emergency aid activities. The aim of these works is to ensure that areas affected by disaster are restored to the living conditions they had prior to crisis and disaster. Medium and long term activities to be conducted in this regard cover social, economic and agricultural development projects, structural and functional rehabilitation and restructuring of industries such as housing, healthcare and education and social cohesion works to be conducted in a social sense. At this stage, Support to Life Association works in communication, coordination and cooperation with all stakeholders.

Development and risk management projects aim to empower individuals and communities in need and vulnerable, make them self-sufficient, enhance social peace and dialogue, and ensure sustainability of social, economic and environmental improvement in the long term.

C. Emergency, Disaster Preparedness and Risk Mitigation Works

Another line of work of Support to Life Association, which carries out humanitarian activities after disasters, is emergency, disaster preparedness and risk mitigation.

Support to Life Association carries out activities to prepare communities, public institutions and organizations, non-governmental organizations and the private sector in Turkey and worldwide for disasters and emergencies.

It also conducts works to identify possible disaster risks in advance and to mitigate their impact. It does this in different ways on household basis and organization basis.

D. Research, Capacity Building, Coordination and Advocacy

The field investigations conducted by the Association under the scope of areas of activity and work of Support to Life Association with regard to the rights, status, needs and challenges of the individuals and communities affected by disasters as well as the reports obtained as a result of these works are intended to form the basis for future project development works, raise awareness in local and central governments and international agencies and organizations, to be shared with other non-governmental organizations (NGOs) conducting works on the matter and to contribute to the NGO literature in Turkey and worldwide.

Support to Life Association may provide training to NGOs, the public, private sector, universities and all respective stakeholders in order to share its knowledge and experience in its areas of expertise with other stakeholders, and may cooperate with these organizations on matters such as development and dissemination of educational content.

Support to Life Association carries out advocacy activities in local, national and international spheres to ensure the basic needs of people affected by disaster are met and to provide an environment where they have easier access to their fundamental rights. It conducts works to strengthen coordination, exchange of information and interaction between civil society, the public, private sector, universities and all other stakeholders and/or respective stakeholders. Development and risk management projects aim to empower communities in need and vulnerable, mitigate the risks and impacts of disasters,

make them self-sufficient, enhance social peace and dialogue and to ensure sustainability of social, economic and environmental improvement in the long term. All development projects will be conducted in a way that will support local non-governmental initiative in the area of activity.

ARTICLE 6: THE ASSOCIATION'S MODES OF WORK

In order to accomplish the above-mentioned objectives of the Association, provided it remains within the sphere of its basic principles, target group and areas of work and activities, in Turkey and abroad, the Association may;

1. Prepare teams and equipment to be deployed in disaster and emergency situations and carry out storage activities to make available the materials needed.
2. Develop, implement and collaborate with any project it deems appropriate in relation to humanitarian crisis.
3. It can put up tents and prefabricated cities (temporary shelter and accommodation areas) and distribute any materials needed in the form of in-kind and cash assistance.
4. Provide conditional (e.g. in return for work, for sending one's kids to school, etc.) or unconditional in-kind and cash assistance to those in need; likewise distribute vouchers and cards substituted for money, such as food cards and grocery/store gift cards.
5. Conduct protection and psychosocial support activities.
6. Conduct activities to support livelihoods.
7. Open, or manage education and training facilities/organizations, classes, dorms, nursing homes, rehabilitation centers, community centers, soup kitchens, social service facilities and similar facilities at all levels or contribute to such facilities within the scope of the activities and projects of the Association and provided the necessary permissions are obtained.
8. Create cooperatives or local initiatives in line with its objectives and activities. Create these formations to help provide livelihoods for those in need. At the end of the activity or project, the cooperative or initiative activity may be ended or these formations may be transferred to those in need, public institutions, local associations or organizations.
9. It may conduct activities to protect public health, carry out joint works with all institutions and organizations offering services in healthcare and public health and procure services.
10. Support the establishment and operation of primary, secondary and tertiary healthcare facilities, public health facilities, hospitals, dispensaries, blood centers, migrant health centers, clinics, mobile clinics and similar facilities provided the necessary permits are obtained; conduct any activities in healthcare, conduct health screening, prenatal care, child health screening, vaccination, postnatal services and family planning activities, establish and operate patient referral mechanisms and get involved in existing mechanisms.
11. Carry out works on public health, reproductive health, child nutrition, nutrition, hygiene, prevention of infectious and chronic diseases and similar matters, organize training and seminars, information and awareness meetings provided the necessary permissions are obtained,
12. Provide and supply all kinds of ambulances, patient transportation vehicles, medical drugs and medical supplies, import and export for no profit, open medicine and pharmaceutical warehouses, ship pharmaceuticals and take part in the Drug Tracking System provided the necessary permissions are obtained.

13. Evaluate applications and needs analyses made within the framework of its activities and offer training and/or support scholarship to students.
14. Conduct all kinds of educational activities for children, adults and individuals with special needs.
15. Conduct social campaigns and communication campaigns.
16. Conduct research, receive and offer training, carry out campaigns, develop policy recommendations and run advocacy activities to improve activities and make them more effective.
17. Conduct scientific, social and similar research in its areas of activity, support those who make such research, organize competitions to encourage researchers, grant scholarships and awards.
18. Have infrastructure and superstructure facilities such as permanent housing, school, health facility, water supply and sanitation constructed, manage them and build the necessary facilities to contribute to solution of shelter, education and health problems.
19. Develop and implement projects on matters related to innovation, technology, environment and energy to mitigate disaster risk and impact.
20. Establish amateur radio stations under the responsibility of the responsible operator and natural persons with amateur radio operator certificate whose principles are determined by KEGM (General Directorate of Coastal Security).
21. Natural persons holding an amateur radio operating certificate may assist and cooperate with relevant organizations coordinating emergency and disaster communications on a local, regional or national level during natural disasters, emergencies, crisis events and drills for such events in relation to safety of life and property and national security.
22. The Association may make periodical and non-periodical publication in relation to its objectives and activities, promote the activities of the Association in various ways and organize national and international vocational and other training activities such as classes, seminars, workshops, conferences and panels pursuant to its objectives, hold information and awareness meetings and prepare and issue brochures, booklets, books, documentaries, videos, web pages, social media posts and broadcasts and any similar printed, verbal, visual and electronic publications.
23. Provide any information, papers, documents and publications necessary to achieve its objectives and build a documentation center. Conduct research, review and development works through its members or experts and publish them at any publication media; issue work and information bulletins to be distributed to its members and to the public.
24. Engage in international activities to accomplish its objectives, cooperate with non-governmental organizations, universities, international agencies, public organizations and other relevant stakeholders (platforms, cooperation networks, etc.) in Turkey and abroad, become a member to or a representative of these organizations and cooperate and conduct joint works with these organizations on a project basis.
25. Provide any technical tools and equipment, fixtures and stationery and similar materials needed to ensure a healthy work environment for accomplishing its objectives.
26. Collect aid and donations in Turkey and abroad provided it is in accordance with the laws and other legislation and the provisions of these bylaws and accept conditional and unconditional wills.
27. Establish economic, commercial and industrial enterprises, partnerships, foundations and charity

funds to generate the revenues it needs to achieve its objectives.

28. Open clubhouses, establish social and cultural facilities and furnish them for its members to enjoy and utilize their free time upon obtaining the necessary permits.
29. Organize business meals, concerts, balls, plays, exhibitions, sports activities, trips and similar cultural, art and entertainment events to generate income.
30. Buy, sell, rent and lease movable or immovable property needed for its activities. Use and manage any rights of disposal on movable and immovable property, have any constructions made and establish the necessary facilities. If the constructions to be procured and the facilities to be established require permission, the procedures will be carried out after obtaining such permissions.
31. Build international organizations, foundations, federations, platforms and similar unions and cooperation networks within the scope of Law No. 3335 provided it is deemed necessary for achieving the objectives and the necessary permissions are obtained, open branches of established organizations of this kind, join existing associations, foundations or similar organizations pursuant to its objectives and collaborate with such organizations, trade unions and similar national or international non-governmental organizations.
32. Carry out joint projects and make collaborations with public institutions and organizations on matters that are within its line of business if it is deemed necessary for achieving its objectives, reserving the provisions of Law No. 5072 on the Relations of Associations and Foundations with Public Institutions and Organizations.
33. Open branches and representation offices in Turkey and abroad to extend its activities wherever deemed necessary.
34. Bring goods and services from abroad pursuant to its objectives, provide goods and services to overseas, export, perform transit goods transactions and oversee their customs handling.
35. Apply for national and international funding resources to achieve its objectives, use the received funds for the objectives of the association, grant these resources under a collaboration agreement/protocol to be made with other organizations and provide and supervise cash and in-kind assistance.
36. Buy services from other NGOs, private or public institutions and organizations to achieve its objectives.
37. Conduct research and advocacy in humanitarian law, development law, medical law, medical humanitarian law, human rights, humanitarian diplomacy and similar fields, make publications, undertake initiatives of any kind to defend the personal rights of humanitarian personnel, rights of access to these personnel and all other rights arising from humanitarian law and human rights law, file applications, lawsuits and take part in filed lawsuits.
38. Set up initiatives, make publications and contribute to preparation of drafts for the development and execution of laws in line with the needs of people and humanitarian law and make its opinions known to the authorities on matters related to humanitarian aid and development.
39. Sign protocols and project implementation guidelines with the Ministry of National Education, Provincial Directorates of National Education, Public Training Centers and other related educational institutions, provide vocational training, language training, public health training, adult training and training on all other matters related to its objectives within the scope of these protocols and guidelines, open classrooms, organize seminars and issue certificates to the

participants.

40. Carry out joint works with the European Union, all United Nations agencies, Council of Europe, European Commission, the OSCE and similar international organizations, other international aid organizations, international non-governmental organizations and similar international organizations and funds within the framework of national and international legislation, develop and carry out projects, make collaboration, build consortia, carry out coordination and capacity building activities, apply for and accept grants and funds in these organizations in order to attain its objectives.
41. Employ paid workers, directors, advisors, experts and similar persons and cover the wages and allowances of respective persons and their expenses related to the works carried out.
42. Carry out all these activities through its members, directors, workers, paid employees, advisors, employees working under a service contract, etc. and allocate and pay allowances such as salaries, benefits and social security premiums in return for their work.
43. Conduct all these activities through volunteers. Volunteers cannot be employed in return for salary. Volunteers may be compensated for the financial burdens they sustain as a result of their incidental contributions (travel, accommodation, meals, etc.).
44. Carry out all these activities for the benefit of the citizens of the Republic of Turkey, refugees, asylum seekers, migrants, people seeking temporary asylum who are eligible for the secondary protection procedure, people under temporary protection, stateless persons and all people regardless of nationality.
45. Conduct other works it deems necessary provided it is not contrary to the laws and bylaws.

CHAPTER TWO

MEMBERSHIP CONDITIONS, RIGHTS AND OBLIGATIONS OF MEMBERS

ARTICLE 7: MEMBERSHIP AND CONDITIONS

Any natural and legal person who has the capacity to act, adopts the objectives and principles of the association and agrees to work in that framework and meets the criteria as stipulated in the legislation has the right to become a member of this association. However, foreign natural persons need to have the right of abode in Turkey to become a member. This condition is not sought for honorary membership.

Membership application to be made in writing will be settled by the Board of Directors of the association within thirty days at the latest and the result will be notified to the applicant in writing. The member whose application is accepted will be recorded in the book designated for this purpose. Furthermore, natural or legal persons who provide actual or unpaid service or provide tangible and intangible benefits to the association may be granted honorary membership title with a decision of Board of Directors.

ARTICLE 8: QUITTING MEMBERSHIP

Each member has the right to leave the association provided he/she serves written notification. As soon as the member's resignation letter reaches the Board of Directors, the withdrawal procedures are deemed to be finalized. Withdrawal from membership does not remove the accumulated debts of the member to the association.

ARTICLE 9: REMOVAL FROM MEMBERSHIP

Situations leading to removal from the association membership.

- a) Acting contrary to the association's bylaws,
- b) Constantly avoiding the assigned tasks,
- c) Failure to pay the membership fee within six months despite written warnings,
- d) Failure to comply with the decisions made by the bodies of the association,
- e) No longer being eligible for membership,
- f) To behave in contradiction with the moral principles of the Association and to adopt aggressive attitudes and behaviors towards other members,
- g) He/she is removed from membership with the decision of Board of Directors if one of the above conditions is detected. Those who leave or are removed from the association are deleted from the member registry and they cannot lay claims on the association's assets. If those removed from membership have membership fees due, follow-up can be made for collection and legal proceedings can be commenced if necessary.

ARTICLE 10: RIGHTS AND OBLIGATIONS OF MEMBERS

- a) Association members have equal rights.
- b) Each member has the right to take part in the association's activities and management.
- c) Each member has one vote in the General Assembly and casts his/her vote himself/herself.
- d) If the member is a legal person, the legal person's Chairman of Board of Directors or the person assigned to represent it casts the vote. When this person's office of chairmanship or representation ends, the person to vote on behalf of the legal person is chosen again.
- e) Honorary members have no votes.
- f) The annual subscription fees of members are determined at General Assembly meetings. The subscription fee is collected at once on the date of admission to membership and cash on an annual basis.
- g) Members are required to comply with the provisions of the laws and bylaws and decisions of the authorized committee, perform the duties assigned by the Board of Directors, pay subscriptions on time, act in accordance with the objectives and principles of the association, avoid any attitudes and behaviors that hamstring the attainment of these objectives and principles and to make a point of protecting and enhancing the reputation of the legal personality of the association.

CHAPTER THREE

ORGANS

ARTICLE 11: ORGANS OF THE ASSOCIATION

Mandatory Organs of the Association;

- a) General Assembly,

- b) Board of Directors,
- c) Supervisory Board.

Apart from mandatory organs, other organs may be formed with the decision of the General Assembly. However, the duties, powers and obligations of statutory organs cannot be transferred.

The Association's Voluntary Organs are;

- a) Advisory Board,
- b) Executive Board,
- c) Ethics Committee and
- d) Disciplinary Board.

1) MANDATORY ORGANS OF THE ASSOCIATION

A - GENERAL ASSEMBLY

ARTICLE 12: NATURE AND FORMATION OF THE GENERAL ASSEMBLY

The General Assembly has the broadest authority in the Association and comprises members who are registered in the association and have the right to attend General Assembly meetings according to the bylaws of the association.

ARTICLE 13: DUTIES AND POWERS OF THE GENERAL ASSEMBLY

The General Assembly's main duties and powers are as follows:

- 1) Election of the Association's organs.
- 2) Amendment of the bylaws of the Association.
- 3) Discussing the reports of board of directors and the supervisory board and releasing the Board of Directors.
- 4) Reviewing and deciding on the draft regulations to be prepared by the Board of Directors regarding the works of the association.
- 5) Adopting the budget draft prepared by the Board of Directors with or without modifications.
- 6) Reviewing the accounts, discussing the reports of the board of directors and the supervisory board, absolving the boards or assigning and authorizing the Board of Directors to file a lawsuit against them.
- 7) Discussing and deciding on the work schedule and budget draft for the next period.
- 8) Deciding on members' objections to disciplinary sanctions imposed on them, including removal from membership.
- 9) Setting the membership entry fee and annual subscription fee.
- 10) Authorizing the Board of Directors to buy the immovable assets necessary for the Association or to sell the existing immovable assets,
- 11) Setting the wages of chairmen and members of the board of directors and supervisory board of the association who are not public officials, any allowances, travel pay and compensations and covering the expenses related to the association,

- 12) Establishment of foundations by the Association,
- 13) Deciding on the dissolution of the Association, the form of liquidation and the organization to whom the assets will be transferred.
- 14) Authorizing the Board of Directors to open branches or representation offices, set up economic enterprises and companies in Turkey and abroad, to become partners in existing enterprises and companies, take over and transfer company shares,
- 15) Performing the other duties prescribed for the General Assembly in the laws and bylaws.
- 16) The General Assembly supervises the other organs of the association and may discharge them at any time for justified reasons. The General Assembly has the highest authority in the association and it performs the tasks and uses the powers that are not assigned to another body of the association

ARTICLE 14: THE METHOD AND TIME OF MEETING OF THE GENERAL ASSEMBLY

The General Assembly meets in November every two years in the province where the headquarters of the association is located, following the call of the Board of Directors if there is no other decision made by the General Assembly. Extraordinary General Assembly meeting is held;

- a) Whenever the Board of Directors deems necessary
- b) Whenever the Supervisory Board deems necessary, and,
- c) Upon written application of one fifth of the association members.

ARTICLE 15: PROCEDURE FOR CALLING A MEETING

- a) The Board of Directors prepares a list of the principal members who will attend the General Assembly meeting according to the bylaws of the association. Members who will attend the General Assembly are called to the meeting at least fifteen days in advance, announcing the day, time, place and agenda on a newspaper or notifying in writing or by e-mail. The call further specifies the day when the second meeting will take place if the meeting doesn't reach the quorum and therefore cannot take place. The interval between the first meeting and the second meeting cannot be less than a week or more than two months.
- b) If the meeting is postponed for any other reason, this is announced to the members in accordance with the procedure of the call made for the first meeting, specifying the reasons for postponement. The second meeting has to take place no later than six months from the date of postponement. Members are called to the second meeting in accordance with the principles set out in the first paragraph.
- c) The General Assembly meeting cannot be postponed more than once. If the Board of Directors does not call the General Assembly to hold a meeting, the magistrate assigns three members to call the General Assembly to hold a meeting pursuant to the application filed by a member.

ARTICLE 16: MEETING QUORUM AND DECISION-MAKING PROCEDURES AND METHODS

- a) The General Assembly holds meetings with the absolute majority of the association members entitled to attend the General Assembly meeting. It meets with the attendance of two-third of such members to be able to decide on the dissolution of the association or amendment of the bylaws. No quorum is sought at the second meeting if the first meeting is postponed for not meeting the quorum. However, the number of members attending this meeting cannot be less than twice the total number of board of directors and supervisory board members. The General

Assembly meeting cannot be postponed more than once. In the General Assembly, decisions are made by an absolute majority.

- b) Decisions to be made at the General Assembly are made by an absolute majority of those present at the meeting. However, a voting majority of two-third of those present at the meeting is sought for decisions on the dissolution of the association or amendment of the bylaws.

ARTICLE 17: BYLAW AMENDMENT PROCEDURE

The bylaws can be amended with the resolution of the General Assembly.

- a) 2/3 majority of the members entitled to attend the General Assembly is sought to amend the bylaws at the General Assembly. No quorum is sought at the second meeting if the first meeting is postponed for not meeting the quorum. However, the number of members attending this meeting cannot be less than twice the total number of board of directors and supervisory board members.
- b) The majority of votes required for the amendment of the bylaws is 2/3 of the votes of the members attending the meeting who have the right to vote. The voting for bylaw amendment at the General Assembly is made in the form of open ballot.

ARTICLE 18: GENERAL ASSEMBLY MEETING PROCEDURE

- a) General Assembly meetings are held at the place and time and on the day specified in the announcement. Members attending the General Assembly put their signature next to their name on the list prepared by the Board of Directors before entering the meeting place. If the meeting quorum is met, this is noted with a minute. The meeting is opened by the Chairman of Board of Directors or a member of Board of Directors assigned by the Chairman. A chairman of council, a sufficient number of deputy chairmen and two clerk members are elected to manage the meeting and the meeting continues in the order of agenda items. The meeting is managed by the Chairman of Council. At the end of the meeting, a minute is issued, specifying the decisions made, and the minute is signed by the chairman and the clerk members and is handed over to the chairman of Board of Directors. The chairman of Board of Directors is responsible for protecting these documents and submitting them to the new Board of Directors within seven days.
- b) Only the items on the agenda are discussed in the General Assembly Meeting. However, it is mandatory to address and discuss the matters which at least one-tenth of the members present at the meeting request in writing to be addressed.

ARTICLE 19: PROCEDURES AND METHODS OF VOTING AND DECISION-MAKING IN THE GENERAL ASSEMBLY

- a) At the General Assembly meeting, election of the bodies of the association is made through secret ballot and decisions on other matters are voted through open ballot. In secret ballot, papers or ballots sealed by the chairman of the council are filled in by the members and are placed in an empty container. After the voting is finished, an open count is performed. In ballots made for electing the organs of the association, voters are required to present their Id cards to the council committee and place their signature next to their name on the attendance sheet.
- b) General Assembly decisions are made with the absolute majority of the members attending the meeting. Decisions on bylaw amendment or dissolution of the association can only be made with the two-third majority of the members attending the meeting.
- c) Open ballot is used for bylaw amendment. In open ballot, the method specified by the chairman of the council is used.

B - BOARD OF DIRECTORS

ARTICLE 20: FORMATION AND OPERATION OF THE BOARD OF DIRECTORS

- a) The Board of Directors of the Headquarters comprises five principal and five alternate members elected by the General Assembly through secret ballot for a period of two years. A member whose term of office ends may be re-elected to the Board of Directors. Available membership positions are filled by alternate members in respective order. The alternate member completes the term of the substituted member.
- b) If the number of Board of Directors members drops below half the full number of members due to emptied positions, the remaining Board of Directors members or supervisory board members call the General Assembly for a meeting within a month.
- c) Members elected to the Board of Directors hold their first meeting and hold an election among themselves to distribute duties.
- d) The Board of Directors holds meetings with an absolute majority. The meeting is chaired by the Chairman, or if he/she is absent, then by the Deputy Chairman, and decisions are made with an absolute majority. In the event of a tie in votes, the vote of the party which the Chairman sides with determines the course of action.

ARTICLE 21: DUTIES AND POWERS OF BOARD OF DIRECTORS

- 1) Board of Directors is the executive and representative body of the association. It performs this duty in accordance with the legislation and the bylaws of the association. The chairman of Board of Directors represents the association. The duty of representation may be assigned by the Board of Directors to one or several of the members or to third persons.
- 2) It performs transactions regarding the income and expense accounts, prepares the budget for the next period and presents it to the General Assembly.
- 3) It ensures that correspondence and record-keeping of the association is duly made.
- 4) It holds meetings with half the total number of members plus one person on the days to be set forth by it and discusses the affairs of the association. It makes decisions about the works requiring a decision and ensures these decisions are written in the resolutions book and signed by the members of Board of Directors.
- 5) Prepares the regulations regarding the works of the Association and submits them to the approval of the General Assembly.
- 6) Buys immovable property with the powers vested by the General Assembly, sells the movables and immovables of the association, procures construction of buildings or facilities, draws up a lease contract, procures lien, mortgage and real rights in favor of the Association.
- 7) Gets representation offices or branches opened wherever deemed necessary.
- 8) Implements the decisions made at the General Assembly.
- 9) Prepares the association's operating account statement or balance sheet and income statement and the annual report describing the activities of Board of Directors at the end of each annual period and presents them to the General Assembly during the meeting.
- 10) Ensures the implementation of the budget.
- 11) Makes decisions on admitting members to or removing members from the Association.

- 12) Makes and implements any decisions to achieve the purpose of the association. Appoints, assigns, employs and removes the association's paid workers and advisors and lays down the working procedures and key principles regarding these persons.
- 13) Makes decisions regarding the association's international activities, opening branches and representative offices in Turkey and abroad, joining unions, federations, associations or organizations as a member or withdrawing from such membership and joining and leaving platforms.
- 14) Uses the powers vested by the General Assembly to set up commercial enterprises and companies in Turkey and abroad, to become a partner in existing businesses and companies and to take over and transfer company shares.
- 15) Prepares drafts to amend the association's bylaws and to prepare and amend regulations and presents them to the General Assembly.
- 16) Performs the other duties assigned to it by the legislation or the General Assembly and uses the powers granted to it.

ARTICLE 22: DUTIES AND POWERS OF THE CHAIRMAN OF THE ASSOCIATION

- a) Represents the association at in Turkey and abroad.
- b) Chairs the Board of Directors meetings.
- c) Ensures proper and coordinated operation of the association's organs.
- d) Contributes to the resolution of problems in implementation.
- e) Ensures the principal and alternate members elected to the Board of Directors and Supervisory Board as well as other organs of the association are notified to the local authority within 30 days following the election made by the General Assembly.
- f) Calls an extraordinary meeting of the Board of Directors whenever it deems necessary.
- g) Performs the duties and uses the powers on matters required to be addressed by the chairman of the association per the legislation.

C - SUPERVISORY BOARD

ARTICLE 23: SETTING UP THE SUPERVISORY BOARD

- a) It comprises three principal and three alternate members, who are elected by the General Assembly through secret ballot for two years term. A person whose term has expired can be re-elected.
- b) If there is a vacancy in principal membership in the Supervisory Board due to resignation or other reasons, it is mandatory to call the alternate members to duty in the order of majority of votes they received in the General Assembly.
- c) The Supervisory Board can be convened with an absolute majority and the decisions are made with the absolute majority of the attendants.

ARTICLE 24: DUTIES AND POWERS OF THE SUPERVISORY BOARD

- a) Inspects whether operations are carried out pursuant to the purpose set forth in the bylaws and the areas of work specified to be maintained for achieving the objectives, whether books, accounts and

records are kept in line with the legislation and the association's bylaws, carries out these inspections in intervals not exceeding one year in accordance with the principles and procedures laid down in the association's bylaws and reports the inspection results to the Board of Directors and to the General Assembly when it holds a meeting.

- b) It sets the working procedure by itself. The Chairman of the Supervisory Board or one of the members attends the Board of Directors meetings upon invitation, presents its opinion and may make proposals.
- c) Delegated persons of the association are required to present or provide any information, documents and records upon request of the members of Board of Directors and to comply with the request to enter the management locations, establishments and annexes.
- d) Performs the duties and uses the powers regarding other matters required to be addressed by the Supervisory Board per the legislation.
- e) Calls the General Assembly to meeting whenever necessary.

ARTICLE 25: INTERNAL AUDIT OF THE ASSOCIATION

- a) An internal audit may be carried out in the association by the General Assembly, Board of Directors or the Supervisory Board and an audit may be procured from independent audit organizations. The fact that an audit has been performed by the General Assembly, Board of Directors or an independent audit organization does not eliminate the obligation of the supervisory board.
- b) Audit of the association is carried out by the Supervisory Board at least once a year. The General Assembly or the Board of Directors may carry out audits or procure the same from independent audit organizations whenever deemed necessary.

2) VOLUNTARY ORGANS OF THE ASSOCIATION

A - ADVISORY BOARD

ARTICLE 26: SETUP AND OPERATION OF THE ADVISORY BOARD

- a) The Advisory Board consists of persons who are chosen and invited by the Board of Directors from among the members of the Board of Directors and Supervisory Board of the association, academicians and active representatives who are within the target groups of the association and persons who may make useful contribution with their knowledge and experience on a national and international scale. The resolution to form the Advisory Board is passed by the Board of Directors and is not mandatory.
- b) Once formed, the Advisory Board is called by the Board of Directors to hold a meeting at least once a year and the meeting place, time and agenda are announced to the members of the Advisory Board at least once month in advance.
- c) Resolutions of the Advisory Board are in the form of recommendations to the General Assembly and the Board of Directors, but are taken into consideration by the Board of Directors.

ARTICLE 27: DUTIES OF THE ADVISORY BOARD

- a) Evaluates the previous year activities of the association.
- b) Makes suggestions for the activities to be more effective.
- c) Provides opinions and suggestions about the future plans and projects of the association.

- d) Presents its opinion on the other matters needed by the Board of Directors.

B – EXECUTIVE BOARD

ARTICLE 28: SETUP AND OPERATION OF THE EXECUTIVE BOARD

- a) The Executive Board consists of the Director and the department managers who carry out the projects.
- b) Workplace entry and exit of the Executive Board members, changes in the structure of board members or members to be recruited to the board are specified by the Director with the approval of Board of Directors.
- c) The Executive Board may convene with absolute majority and resolutions may be passed with the absolute majority of the attendants.

ARTICLE 29: DUTIES AND POWERS OF THE EXECUTIVE BOARD

- a) The Executive Board consists of the department managers of the association. Each department manager undertakes the respective main functions that serve the association's mission and that are necessary for the execution of the projects.
- b) Reporting to the Board of Directors, the Executive Board is responsible for managing the daily operation of the association in accordance with the policies and regulations of the association, particularly bylaws, ethical rules and code of conduct with the powers vested by the Board of Directors.
- c) The powers, duties and responsibilities of the Executive Board are approved by the Board of Directors and the works conducted by the Executive Board are regularly reported by the Director or another Executive Board member by proxy at each Board of Directors meeting.
- d) The term of office of the Executive Board is unlimited unless otherwise decided by the Board of Directors.
- e) The Executive Board is authorized to sign for the purpose of managing daily affairs via notary.

ARTICLE 30: DUTIES AND POWERS OF THE DIRECTOR

- 1) He/she is appointed and removed by the Board of Directors.
- 2) Chairs the Executive Board.
- 3) Ensures harmonious work among members of the Executive Board.
- 4) Is responsible for the daily operation of the Association and efficient and effective spending of resources.
- 5) Ensures coordination with all stakeholders of the association and represents the association in Turkey and abroad.
- 6) Performs the other duties assigned to it by the Board of Directors and uses the powers granted to it.
- 7) Serves as a bridge between the Board of Directors and the Executive Board.
- 8) Answers to the Board of Directors.

C – ETHICS COMMITTEE

ARTICLE 31: SETUP AND OPERATION OF THE ETHICS COMMITTEE

- a) The Ethics Committee consists of at least three members who are elected and appointed by the Board of Directors.
- b) Workplace entry and exit of Ethics Committee members, changes in the structure of board members or members to be recruited to the board are specified by the Board of Directors.

ARTICLE 32: DUTIES AND POWERS OF THE ETHICS COMMITTEE

- a) The powers, duties and responsibilities of the Ethics Committee are approved by the Board of Directors.
- b) The association may request or support the establishment of an independent feedback and complaint mechanism within the association in order to better conduct its works within the framework of the ethical rules and code of conduct in line with its policies and principles and to be informed of possible wrongful or malicious acts. The Ethics Committee monitors and evaluates feedback and complaints made through this system.
- c) It has the authority to investigate feedback and complaints involving sensitive issues. It delegates feedback and complaints that are not of a sensitive nature to the human resources department.
- d) In sensitive cases, it may request the Board of Directors to convene immediately and make decisions on the specified sensitive issues.
- e) The Ethics Committee reports its works to the Disciplinary Board and the Board of Directors.
- f) The term of office of the Ethics Committee is unlimited unless otherwise decided by the Board of Directors.

D- DISCIPLINARY BOARD

ARTICLE 33: SETUP AND OPERATION OF THE DISCIPLINARY BOARD

- a) The Disciplinary Board consists of at least 3 members who are elected and appointed by the Board of Directors.
- b) Workplace entry and exit of Disciplinary Board members, changes in the structure of board members or members to be recruited to the board are specified by the Board of Directors.
- c) The Disciplinary Board reports its works to the Executive Board.

ARTICLE 34: DUTIES AND POWERS OF THE DISCIPLINARY BOARD

- a) The powers, duties and responsibilities of the Disciplinary Board are approved by the Board of Directors.
- b) Makes objective and holistic decisions regarding disciplinary penalties to be imposed in the event of violation of one or more of the articles of any of the guidelines and regulations of Support to Life Association, in particular the 'Code of Conduct' and 'Labor Law'.
- c) Evaluates feedback and complaints that are not of a sensitive nature referred to it by the employees of the association and the Ethics Committee.
- d) Obtains the approval of Board of Directors regarding resolutions on termination passed by the

Disciplinary Board.

- e) The term of office of the Disciplinary Board is unlimited unless otherwise decided by the Board of Directors.

CHAPTER FOUR

MISCELLANEOUS PROVISIONS

ARTICLE 35: BOOKS AND RECORDS

The Association keeps the books that are required to be kept on an operation or balance sheet basis pursuant to the legislation. Other books requested to be kept per the decision of Board of Directors may also be kept. The books and records of the Association are kept in accordance with the procedures and principles specified in the 'Regulation on Associations'.

ARTICLE 36: VERIFICATION OF BOOKS

The books required to be kept are confirmed by the provincial Associations Directorate or notary before they begin to be used. These books are used until all pages are filled and no interim verification is made. However, the books kept on a balance sheet basis and books with form or continuous form sheets are required to be reconfirmed every year over the last month before the year in which they are to be used.

ARTICLE 37: CREATING THE INCOME STATEMENT AND BALANCE SHEET

In case of keeping records on the basis of operation account, an "Operation Account Statement" (as specified in Appendix 16 of the Regulation on Associations) is prepared at the end of the year (December 31). If bookkeeping is made on the basis of the balance sheet, the balance sheet and income statement are prepared at the end of the year (December 31) based on the General Communiqués on Accounting System Implementation issued by the Ministry of Finance.

ARTICLE 38: INCOME AND EXPENSE PROCEDURES OF THE ASSOCIATION

A- Income and expense documents;

- a) Association revenues are collected with a "Receipt Certificate". In case of collection of association revenues through banks, documents such as receipts or statement of account issued by the bank are considered as receipt certificates.
- b) Association expenses are made with expense documents such as invoices, retail sales slips and self-employed invoices. However, an expense slip is issued in accordance with the provisions of Tax Procedural Law for payments of the association that fall under the scope of Income Tax Law, article 94 and "Expense Voucher" is issued for payments that are not within this scope.
- c) Receipts, expense documents and other documents, except for books, used by the association are kept for a period of 5 years according to the order of number and date applied in the books where they are recorded, reserving the terms specified in special laws.

B- Certificate of Authority;

- a) The person or persons who will collect income on behalf of the association are assigned with the decision of Board of Directors, specifying the period of authorization.

- b) Persons collecting income on behalf of the Association may only start collecting income after a copy of the certificate of authority issued for them is submitted to the associations unit.

ARTICLE 39: THE ASSOCIATION'S SOURCES OF INCOME ARE LISTED BELOW

- a) Membership Fee: The membership fee is collected at once on the date of admission to membership and cash on an annual basis.
- b) In-kind and cash donations and assistance made by natural and legal persons in Turkey and abroad to the association,
- c) Revenues from publications made and lotteries organized by the association and activities such as meetings with meal and tea, trips and entertainment, representation, concerts, sports competitions and conferences,
- d) Income from the assets of the association,
- e) Income from goods transferred to and registered for the association via donations and wills,
- f) Donations and aids collected according to the provisions of the legislation on aid collection,
- g) Revenues from commercial activities undertaken by the Association to generate the income it needs to achieve its purpose with its commercial enterprise,
- h) Funds and donations collected from funders under scope of the project for unforeseen expenses (labor lawsuits, fines, etc.),
- i) Interest income from time deposit accounts of the association in banks,
- j) Other incomes.

ARTICLE 40: PRINCIPLES REGARDING THE ASSOCIATION'S SOURCES OF INCOME:

- a) Revenues putting or suspected of putting the independence, impartiality and credibility of Support to Life Association in jeopardy are not accepted.
- b) The Association pays attention to the politics, principles and ethics of the organizations it cooperates with. Collaborates with stakeholders who respect human rights and nature in all service and goods production stages, fight against discrimination and gender inequality and have high social awareness on such matters.
- c) The association takes the necessary measures and initiatives to avoid dependence on a single source in terms of income.

ARTICLE 41: BORROWING PROCEDURES OF THE ASSOCIATION;

The association may incur debt with the decision of Board of Directors if needed in order to achieve its objectives and carry out its activities. This debt can be in the form of procurement of goods and services on credit or in the form of borrowing cash. However, this debt cannot be in an amount that cannot be covered from the association's revenue sources or in a way that puts the association in default.

ARTICLE 42: DISSOLUTION OF THE ASSOCIATION

The General Assembly of the Association may decide to dissolve the Association at any time. At least two-third of the members and delegates entitled to attend the General Assembly according to the bylaws must be present at the meeting in order for the General Assembly to decide on the dissolution

of the association. No quorum is sought at the second meeting if the first meeting is postponed for not meeting the quorum. However, the number of members attending this meeting cannot be less than twice the total number of board of directors and supervisory board members. The majority of votes required for passing a resolution to dissolve is 2/3 of the votes of the members attending the meeting who have the right to vote. The voting for dissolution at the General Assembly is made in the form of open ballot.

ARTICLE 43: LIQUIDATION

- a) If the General Assembly passes a resolution to dissolve, it appoints a Liquidation Board for the liquidation of the goods, money and rights of the association. This board is assigned and authorized to complete the liquidation of the goods, money and the rights of the association from the beginning to the end in accordance with the legislation. These procedures start on the date when the resolution of the General Assembly regarding dissolution is passed or self-termination becomes final. The wording "SUPPORT TO LIFE Association in Liquidation" is used in the name of the association in all transactions within the liquidation period.
- b) The Liquidation board is assigned and authorized to complete the liquidation of the money, goods and the rights of the association from the beginning to the end in accordance with the legislation. This board first reviews the accounts of the association. During the review, the books, receipt documents, expense documents, title deed and bank records and other documents of the association are identified and its assets and liabilities are recorded in the minutes. During the liquidation procedures, the creditors of the association are called and their goods, if any, are converted into cash and are paid to the creditors. In case the association is a creditor, the receivables are collected. All money, goods and rights remaining after collection of receivables and payment of debts are transferred to another association or organization that suits the purpose set out in the General Assembly. If no decision was made by the General Assembly, or if the General Assembly did not convene, or if the association was dissolved with a court decision, all money, goods and rights of the association are transferred to the association that is most relevant to the objectives of the association with a court decision. Liquidation procedures are completed within three months excluding any additional terms granted by local authorities based on a justified reason.
- c) Following the completion of the liquidation and transfer of the money, goods and rights of the Association, the Liquidation Board is required to notify the matter to the local authority of the area where the association is headquartered with a letter within seven days and to attach the liquidation minutes to this letter.
- d) The final members of the Board of Directors are responsible for keeping the books and documents of the Association in the capacity of liquidation board. This task can also be assigned to a Board of Directors member. The retention period for these books and documents is five years.

ARTICLE 44: MATTERS FOR WHICH THERE IS NO PROVISION

The provisions of the 'Law on Associations', the 'Turkish Civil Code', the 'Regulation on Associations' introduced with regard to these laws and other relevant legislations that relate to associations apply for matters that are not addressed in these bylaws.

ARTICLE 45: EFFECT

These Bylaws took effect following their adoption at the General Assembly held on November 16, 2019.

ARTICLE 46: EXECUTION

The provisions of these Bylaws are executed by the Board of Directors of the Association.

- Emel Şensezgin Mergen
- İnci Aylin Gezgüç
- Derya Mutlu
- Sema Genel Karaosmanođlu
- Alper Buluş